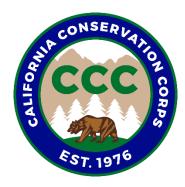# DEPARTMENT OF FORESTY & FIRE PROTECTION
<u>FOREST HEALTH PROGRAM</u>

CALIFORNIA CONSERVATION CORPS
YOSEMITE TENT CAMP
GRANT GUIDELINES

REVISED JANUARY 2019

**FUNDED BY CALIFORNIA CLIMATE INVESTMENTS
– GREENHOUSE GAS REDUCTION FUND**

Table of Contents

INTRODUCTION

The Governor's 2016-2017 budget allocated a total of $40 million from the Greenhouse Gas Reduction Fund (GGRF) to CAL FIRE for California Climate Investments, $25 million of which is for forest health projects. Of the amount dedicated to Forest Health, $3 million shall be used to partner with the California Conservation Corps (CCC) to complete forest health projects.

Projects implemented through CAL FIRE's Forest Health Program aim to restore forest health to reduce greenhouse gases (GHGs), protect upper watersheds where the state's water supply originates, promote the long-term storage of carbon in forest trees and soils, minimize the loss of forest carbon from large, intense wildfires, and to further the goals of the California Global Warming Solutions Act of 2006 (AB 32). The CCC's allocation via CAL FIRE is intended for forest health projects that target the highest fire risk areas of the state.

Program Overview
In collaboration with CAL FIRE's Forest Health Program and in accordance with AB 32, the CCC has established a mobile CCC operation ("tent camp") in the Stanislaus National Forest for reforestation and rehabilitation projects. The Stanislaus National Forest has been designated a high-priority area for reforestation and rehabilitation, due to the devastating Rim Fire in 2013. Reforestation is focused on areas that are best suited to support a forest and be more resilient when the next fire comes, maximizing carbon sequestration potential. The CCC tent camp's first season operated from May to September 2018 and will operate for an additional six months in 2019, weather permitting.

To meet the need for reforestation in this high-priority area, the CCC will continue to administer a grant program for qualifying organizations to participate in the Yosemite Tent Camp via project labor beginning April 1, 2019.

APPLICANT ELIGIBILITY & QUALIFICATIONS

Eligibility to Apply
In accordance with available funding, scheduling, and tent camp capacity, eight spike slots are currently available to qualifying organizations.

Certified Local Conservation Corps who participated during the 2018 season will be given priority to apply. If a local corps who participated during the 2018 season declines to participate or is deemed ineligible, their slot will be available to a new applicant who meets the eligibility requirements and qualifications.

Qualifications
To ensure organizations selected are capable of meeting the CCC's project-specific requirements at the tent camp, a baseline eligibility criterion has been established. The baseline eligibility criterion requires that eligible grantees must be a local or community conservation corps that has been certified by the CCC in accordance with Public Resources Code (PRC) § 14507.5 for the 2018-2019 fiscal year. Certified corps meet established statutory requirements that align with the CCC's mission, operational structure, and legislative mandates, which include scale, crew structure, supervision, participant characteristics, program design (such as educational component, emphasis on work skills development, and support for career training and transition efforts), participant compensation, and conservation project work focus.

A more detailed explanation of the baseline eligibility criterion can be found in the CCC Community Conservation Corps Certification Manual (a copy of which will be made available upon request).

After meeting the baseline eligibility criterion, eligible applicants are determined to be qualified based on criteria within the following broad categories:

- Key Personnel
- Implementation Capabilities
- Administration, Reporting, and Governance

Key Personnel: Qualified conservation corps are those that provide:
- Crew of 6-12 corpsmembers with at least three months' corps experience who are prepared to perform various vegetation management techniques, including planting seedlings, hand grubbing, hand cutting and piling, and tree thinning;
- Minimum of one professional-level crew supervisor, with relief supervisors as needed, for a crew of 6-12 corpsmembers;
- Corpsmember-level team leaders or their equivalent that together with the staff-level crew supervisor can ensure supervision when a crew is dispersed to different project sites; and,
- Management or supervisory-level project coordinator contact.

Corps personnel will be required to live and work in a remote environment with limited amenities and technology ("spikes"). Corps should establish a selection process for corpsmembers to ensure that those selected have demonstrated experience in physical and manual labor, have completed introductory corps programs and have the interest and motivation for spiking and for the type of work being performed.

Implementation Capabilities: Qualified conservation corps are those able to:
- Provide reliable and safe transportation for all crew members to and from the remote tent camp location;
- Provide bedding materials suitable for spiking for all crew members, including sleeping bags and pillows (packing list will be provided prior to spike deployment);
- Have the ability to outfit one full crew of 6-12 corpsmembers with all tools and equipment necessary to perform the project work. This includes:
  - One chainsaw per every three corpsmembers, with one back-up.
  - Personal Protective Equipment, including chaps for the chainsaw operators and swampers, extra gloves, extra earplugs, and Poison Oak pre and post cleansers
  - Mixed gasoline and bar oil
  - Extra chains for the chainsaws (two per saw)
  - Saw kits (files, extra air filters, fuel filters, bar nuts, screnches, tool kit)
  - Basic hand tool compliment i.e. loppers, Pulaski's, McLeod's, R5 shovels
- Maintain professional appearance **at all times while spiking,** including meal times and at the end of the work day;
- Maintain supervision of corpsmembers at all times and ensure supervisors are available during non-waking hours;
- Adhere to all safety policies and guidelines implemented by the U.S. Forest Service, the CCC and OSHA standards to ensure project work and program activities are performed safely and efficiently;
- Adhere to established performance protocols to ensure delivery of high quality service; and,
- Work with CCC and project sponsor to resolve problems in a timely fashion.

Administration, Reporting, and Governance: Qualified conservation corps are those that have:
- Designated a project coordinator responsible for the day-to-day management of the grant, including selecting corpsmembers, scheduling the crew within established timelines set forth in these Guidelines, overseeing the implementation and completion of the project assignment, and completing all required grant compliance documents.
- Dedicated Human Resources personnel capable of tracking, accounting for, and reporting corpsmember time.
- Functioning policies addressing Violence in the Workplace, Equal Employment Opportunity (i.e., Harassment, Discrimination, and Retaliation); Drug-Free Workplace; and corpsmember Grievance Procedures.
- Demonstrated ability to provide auditable records of program delivery, work performed, and associated costs and expenses.
- Existing internal system for tracking individual corpsmembers' training needs and achievements.
- Adequate financial management systems and internal controls free from substantial defects.
- Proof of Insurance (vehicle, workers' compensation, and general liability) with a limit of no less than $1,000,000.00 per occurrence for bodily injury and property damage combined.

GRANT FUNDING & ELIGIBLE COSTS

Grant funds, up to **$32,000**, are available to qualified conservation corps to participate in one, 8-day spike at the Yosemite Tent Camp between April and October 2019. Spikes are 10-hour days, Wednesday to Wednesday.

Eligible Costs

Only <u>direct</u> costs associated with an 8-day spike at the Yosemite Tent Camp will be eligible for funding and must be pre-approved via the CCC 510 Budget Estimate Form submitted with the application.

Direct costs include:
- Corpsmember Labor (including Corpsmember Overtime)
- Direct Project Personnel (only if not included in Corpsmember Hourly Rate)
- Transportation

*Equipment and supplies are **not** eligible for reimbursement for corps who participated during the 2017/2018 season.

Corpsmember labor reimbursement rates will be determined by the CCC 509 Corpsmember Hourly Rate Justification Form. **[Note: If a qualified conservation corps has submitted a Corpsmember Hourly Rate Justification Form to the CCC within one year of the date of the application, the previously approved rate will be valid and a new form is not required.]**

Indirect costs such as Overhead Expenses, including administrative staff salaries and wages, are **not** eligible for reimbursement under this grant.

Payment of Funds

<u>All eligible costs incurred under this grant will be paid on a reimbursement basis.</u>

When invoicing the CCC for reimbursement, the grantee must submit the following documentation to demonstrate that the invoiced amounts are for valid expenditures incurred during the project performance period and are consistent with the approved activities/deliverables stated in the grant agreement:

- CCC Form 512A Grant Reimbursement Request
- Copies of corpsmember timesheets with the date and activity title/code clearly indicated and signed by the corpsmember <u>and</u> a supervisor.
- Copies of vendor invoice(s) with description of item/service purchased and date of purchase. Vendor invoices must show evidence of payment via one of the following types of verification:
    - Copies of invoices with a zero-balance,
    - Copies of cancelled checks (front and back) accompanied with invoice(s),
    - A statement from the vendor (with signature) verifying the payment has been made, or
    - A receipt.
- Any other required documentation described in these Guidelines.

All billing must be submitted no later than 90 days after the completion of the spike. Failure to submit the final grant reimbursement request within 90 days may result in the loss of funds.

APPLICATION PROCESS

Applications will be accepted and approved on an ongoing basis beginning January 31, 2019 until February 15, 2019. The application and all associated forms are attached with these Guidelines, or can be accessed by contacting Ka-Ryn Escovedo, CCC Bonds & Grants Manager at
ka-ryn.escovedo@ccc.ca.gov.

Application Checklist:

Required:
1. Yosemite Tent Camp Application
2. CCC 510 Budget Estimate Form

If applicable
3. CCC 509 Corpsmember Hourly Rate Justification Form (only if current year is not on file)

Applications may be submitted by email or by mail.

> **To submit via email (preferred), send to** ka-ryn.escovedo@ccc.ca.gov

> **To submit via mail, send to:**
> California Conservation Corps
> Bonds & Grants
> ATT: Ka-Ryn Escovedo
> 1719 24th Street
> Sacramento, CA 95816

Scheduling an Approved Spike

Once you have submitted your application and have been approved, you may contact the Yosemite Tent Camp Project Manager directly to schedule your spike. Please note that while the CCC will consider preferred dates, the Project Manager cannot guarantee a corps' first choice due to the limited slots available. If a conflict in scheduling cannot be resolved, the spike opportunity will be given to another qualified corps.

Aaron Dunson
Project Manager, Yosemite Tent Camp
Office: 530-823-4075 Mobile: 916-605-6826
aaron.dunson@ccc.ca.gov

An executed grant agreement must be on file before work can begin at the tent camp.

Key Dates

Key Dates – Initial Round	
January 31 – Feb 15, 2019	Applications accepted
February – April 2019	Scheduling and grant agreements in progress
April 1 – October 31, 2019	Yosemite Tent Camp in progress

REPORTING AND ACCOUNTABILITY

Work Accomplishments Report

Grantees will be required to submit a Work Accomplishments Report with the final billing. The report must provide detailed information on the work accomplishments as well as corpsmember training received while working at the tent camp with the CCC.

Grant Accountability Requirements

Accountability – Site Visits

CCC staff and staff from other agencies, such as CAL FIRE, Department of Finance (DOF), State Controller's Office, and/or the Natural Resources Agency, may schedule site visits to the tent camp to determine if grant funds are being used consistent with the program and guidelines. Twenty-four hour advance notification will be provided, when possible.

Audit Requirements

The CCC and all grantees are subject to audits of grant funding. If the project is selected for audit, the grantee will be contacted in advance. The grantee must provide a copy of any document, paper, record, or the like, requested by the auditor.

Audits determine if:
- Expenditures were made according to the established criteria and processes
- Expenditures achieved the intended outcomes.

Additionally, the CCC may conduct intermittent documentation reviews to ensure grant requirements are met and in compliance with the grant agreement.

Accounting Requirements
The grantee must maintain an accounting system that:
- Complies with Generally Accepted Accounting Principles (GAAP);
- Accurately reflects fiscal transactions, with the necessary controls and safeguards;
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, canceled checks, etc.; and
- Provides accounting data so the total cost of each grant can be readily determined.

Records Retention
The grantee shall retain grant records for a period of three years after project completion. A grant is considered complete upon the receipt of the final grant payment from the State. In addition, records should be retained one year following an audit.